

REVISED:

0/0/2019
05/10/2025

Submitted:

06/11/2019
04/29/2025

JOB TITLE:	LEAD PERSON W AREHOUSE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON- EXEMPT
JOB CLASS CODE:	8842
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides leadership and supervision to drivers and warehouse workers; insures efficient flow of materials to schools, office and maintenance units including mail, government food commodities, films, instructional materials and maintenance supplies, etc.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Processes computer reports, through the use of a computer data terminal, that are needed to fill, ship and maintain inventory of warehoused materials

Provides supervision and direction to warehouse personnel in filling, shipping, stocking and inventorying warehoused supplies and government food commodities

Assists in making driver and warehouse personnel assignments

Assists the materials information supervisor in training supply services personnel

Assists the materials information supervisor in processing and correcting any computerized information, and reports any variation of same in a timely manner

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer service, and team interaction

PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

This work is completed in a warehouse and production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Two (2) years supervisory experience in warehousing
Training in computerized inventory systems
Knowledge of CRT operation
Possesses valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of computer programs and materials handling procedures
Previous experience in all phases of warehouse operations
Experience in a diverse workplace



REVISED:
05/10/2025

Submitted:
04/29/2025

JOB TITLE:	LEAD PERSON WAREHOUSE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON- EXEMPT
JOB CLASS CODE:	8842
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides leadership and supervision to drivers and warehouse workers; insures efficient flow of materials to schools, office and maintenance units including mail, government food commodities, films, instructional materials and maintenance supplies, etc.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Processes computer reports, through the use of a computer data terminal, that are needed to fill, ship and maintain inventory of warehoused materials

Provides supervision and direction to warehouse personnel in filling, shipping, stocking and inventorying warehoused supplies and government food commodities

Assists in making driver and warehouse personnel assignments

Assists the materials information supervisor in training supply services personnel

Assists the materials information supervisor in processing and correcting any computerized information, and reports any variation of same in a timely manner

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer service, and team interaction

PHYSICAL DEMANDS

This work is completed in a warehouse and production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years supervisory experience in warehousing

Training in computerized inventory systems

Knowledge of CRT operation

Possesses valid driver's license

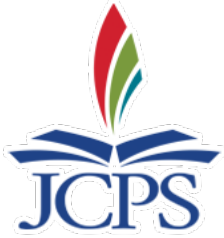
Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of computer programs and materials handling procedures
--

Previous experience in all phases of warehouse operations

Experience in a diverse workplace



REVISED:

06/09/2021

05/10/2025

Submitted:

06/08/2021

04/29/2025

JOB TITLE:	WORKER II WAREHOUSE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 56
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8844
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Receives and inspects shipments and verifies accurate deliveries. Inspects for damage, shortages, wrong items and other concerns. Maintains a perpetual inventory system of materials. Assumes responsibility for receiving, processing, storage and distribution of warehouse materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for receipt, storage and delivery of all warehoused items

Inspects shipments and verifies accurate deliveries and shipments

Works with central receiver to coordinate scheduled deliveries when appropriate

Inspects products and verifies accurate picking and product rotation (e.g., first in first out) as necessary for the respective division or department

Assists in loading and unloading deliveries and shipments

Operates CRT terminal to process receipts and withdrawals or operates standard office equipment, including computers, copier, and other office machines, in order to type, duplicate, collate, and process reports and other materials as required

Maintains inventory and budget records, assesses department or warehouse needs and orders supplies as appropriate

Performs custodial duties to maintain the warehouse in a clean, safe and orderly manner

Pulls, stamps, packs, and prepares items for shipment

Operates a variety of warehouse vehicles and equipment

Assists in inventory procedures including the actual total count of stock items and spot check as needed

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer service, and team interaction

PHYSICAL DEMANDS

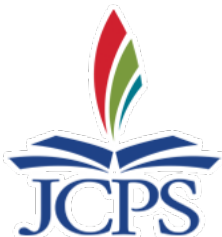
~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling up to heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, exposure to dust, fumes and gases.~~

This work is completed in a warehouse and production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid driver's license
Knowledge of CRT operation and computerized inventory system or experience with computer, transcription, word processing, file management functions
Three (3) years of warehouse or materials handling experience or equivalent
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of BIGS procedures and coding systems
Commercial driver's license
Experience in a diverse workplace



REVISED:
05/10/2025

Submitted:
04/29/2025

JOB TITLE:	WORKER II WAREHOUSE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8844
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Receives and inspects shipments and verifies accurate deliveries. Inspects for damage, shortages, wrong items and other concerns. Maintains a perpetual inventory system of materials. Assumes responsibility for receiving, processing, storage and distribution of warehouse materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for receipt, storage and delivery of all warehoused items

Inspects shipments and verifies accurate deliveries and shipments

Works with central receiver to coordinate scheduled deliveries when appropriate

Inspects products and verifies accurate picking and product rotation (e.g., first in first out) as necessary for the respective division or department

Assists in loading and unloading deliveries and shipments

Operates CRT terminal to process receipts and withdrawals or operates standard office equipment, including computers, copier, and other office machines, in order to type, duplicate, collate, and process reports and other materials as required

Maintains inventory and budget records, assesses department or warehouse needs and orders supplies as appropriate

Performs custodial duties to maintain the warehouse in a clean, safe and orderly manner

Pulls, stamps, packs, and prepares items for shipment

Operates a variety of warehouse vehicles and equipment

Assists in inventory procedures including the actual total count of stock items and spot check as needed

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer service, and team interaction

PHYSICAL DEMANDS

This work is completed in a warehouse and production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping,

hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid driver's license

Knowledge of CRT operation and computerized inventory system or experience with computer, transcription, word processing, file management functions

Three (3) years of warehouse or materials handling experience or equivalent

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of BIGS procedures and coding systems

Commercial driver's license

Experience in a diverse workplace